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HR Handbook Update No. 2014 – 0001

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Request to Exceed 1245 Hours for Temporary Appointments

Issue Date: January 21, 2014

This is to advise agencies that the Policy Standards for Temporary Appointments – Forms section of the HR Handbook has been updated to add the Exemption from the Classified Service Request to Exceed 1245 Hours form and the Classified WAE Request to Exceed 1245 Hours form.

REASON FOR THE CHANGE: Effective July 1, 2013, all new temporary WAE appointments may not exceed 1245 hours worked in a 12 month period. For rational business reasons, an appointing authority may request to exceed 1245 hours during the twelve month period. The Commission may approve such requests or delegate approval authority to the Director.

When submitting a request to the Commission to exceed the 1245 hours agencies must complete the applicable form listed above.

Please remember that the agency must submit the request timely and in advance of exceeding the 1245 hours for consideration at the next available Civil Service Commission meeting. Failure to comply with the time limitations may have unintended consequences such as termination of the appointment without any further approval to exceed 1245 hours.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templett
Director

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